

澳門理工學院圖書館·MPI LIBRARY

研習室借用表格 · Study Room / Study Cubicle Reservation Form

日期 · Date: _____ / _____ / _____

姓名 · Requested by		
類別 · Patron type <input type="checkbox"/> 教員 · Academic Staff <input type="checkbox"/> 職員 · Administrative Staff <input type="checkbox"/> 學生 · Student		
學生/員工證號碼 · Student / Staff Card No.	學校/部門 · School/Department	
電郵 · E-mail	聯絡電話 · Contact Phone No.	
申請借用 · Requested for		
<input type="checkbox"/> 研習室 Study Room 使用人數 · No. of Users _____ 要求設備 · Equipment Requested <input type="checkbox"/> 手提電腦 Laptop PC *		<input type="checkbox"/> 個人研習室 Study Cubicle
使用日期 · Reservation Date ____ / ____ / ____	使用時間 · Time 由 from _____ 至 to _____	總時數 · Total Hours ____ 小時 Hours
備註 · Remarks		申請人簽名 · Signature
圖書館專用 · For Library Use Only		
Confirm Reservation Date _____ / _____ / _____	Study Room <input type="checkbox"/> A(6) <input type="checkbox"/> B(6) <input type="checkbox"/> C(10)	Study Cubicle No. _____ (1)
Time from ____:____ to ____:____ (Total _____ Hours)		
Remarks	Staff Signature	

* 只限本院全職員工及學生申請借用，請於最少使用前一天提出申請。
 For MPI full-time staff and students request only. Requests must be made at least 1 day in advance.



研習室使用單 · Study Room / Study Cubicle Reservation Slip		
申請人 · Applicant		讀者證號 · Patron ID
使用日期 · Reservation Date ____ / ____ / ____	使用時間 · Time 由 from _____ 至 to _____	總時數 · Total Hours ____ 小時 Hours
<input type="checkbox"/> 研習室 Study Room <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 要求設備 · Equipment Requested <input type="checkbox"/> 手提電腦 Laptop PC *		<input type="checkbox"/> 個人研習室 Study Cubicle No. _____
Tel: 8599-6241/ 8599-6708 Fax: 2870-2076 E-mail: library@ipm.edu.mo		

Revised Date : Jan, 2008.

備註

借用人因故無法於排定時間內使用研習室，應事先通知本館取消借用；

借用人於借用時間之十五分鐘內憑證及使用單至流通櫃檯；

所有有關設備由館員負責安裝；

當借用設備時，兩張員工證 / 學生證須抵押在圖書館流通櫃檯；

當歸還設備及經檢查後，抵押的證件將還給讀者；

損壞或遺失有關設備必須由借用人負責繳付維修或賠償費用。

Notes

The applicants should inform the Library in advance to cancellation of a reservation if they cannot use the study room during the reserved time. Patrons are required to come to the Circulation Counter 15 minutes prior to the reserved time with the reservation slip and a valid library card.

All request equipment is to be installed by the Library staff only.

The Library staff members will KEEP 2 Staff / Student Cards at the Circulation Counter, while patrons are using the equipment.

Staff / Student Cards are returned when all the equipment are returned and checked.

The repair or replacement of damaged or lost equipment is the responsibility of the person who is borrowing it.